

**Request for Approval under the “Generic Clearance for the Collection of Routine Customer Feedback” (OMB#: 0925-0648 Exp., date: 06/2024)**

**TITLE OF INFORMATION COLLECTION:** Grant Writing Webinar Series for Institutions Building Research and Research Training Capacity Customer Feedback Questionnaire (NIGMS)

**PURPOSE:**

This is a request for approval of routine customer feedback about the NIGMS Grant Writing Webinar Series for Institutions Building Research and Research Training Capacity (hereafter referred to as “Series”). The Series is a three-part webinar series designed for faculty/investigators and sponsored programs/research development personnel at institutions building research and research training capacity.

During the webinars, we will share suggestions for navigating the process of seeking NIH funding. Attendees will learn considerations for determining research idea and grant writing readiness, selecting opportunities to apply for, effectively writing grant applications and seeking appropriate feedback.

The webinars will be recorded and made available for on-demand viewing after the event. There is no cost to attend and the Series is open to the public.

The intended audience for the Series is personnel from institutions with less NIH funding and/or less experience with NIH funding. The goal of the Series is reach more diverse institutions that have less access to information helpful in securing NIH funding. The aim is to share this information with this audience and increase rapport, as places with less NIH funding may have a harder time accessing the “hidden curriculum” of methods for succeeding in the NIH application processes, compared to institutions with large amounts of NIH funding.

Therefore, it is important to gauge whether the Series was well-received by the audience to demonstrate our ongoing commitment to diverse institutions, as well as incorporate any suggestions received from this underserved community into future related programming. Given the primary goal of the Series is to provide ready access to information that the intended audience lacks, it is critical to seek their feedback as to whether the Series did in fact increase their access to this information. Furthermore, the audience may want to indicate other topics they need to learn more about that we are currently unaware of.

**DESCRIPTION OF RESPONDENTS:**

Respondents are registrants for the Series. They are faculty, investigators, sponsored programs staff, research development personnel and administrators from institutions interested in acquiring (additional) NIH funding that voluntarily registered to attend the Series.

**TYPE OF COLLECTION:** (Check one)

- |  |  |
|--|--|
| <input type="checkbox"/> Customer Comment Card/Complaint Form          | <input checked="" type="checkbox"/> Customer Satisfaction Survey |
| <input type="checkbox"/> Usability Testing (e.g., Website or Software) | <input type="checkbox"/> Small Discussion Group                  |
| <input type="checkbox"/> Focus Group                                   | <input type="checkbox"/> Other: _____                            |

**CERTIFICATION:**

I certify the following to be true:

1. The collection is voluntary.
2. The collection is low-burden for respondents and low-cost for the Federal Government.
3. The collection is non-controversial and does not raise issues of concern to other federal agencies.
4. The results are not intended to be disseminated to the public.
5. Information gathered will not be used for the purpose of substantially informing influential policy decisions.
6. The collection is targeted to the solicitation of opinions from respondents who have experience with the program or may have experience with the program in the future.

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To assist review, please provide answers to the following question:

**Personally Identifiable Information:**

1. Is personally identifiable information (PII) collected? [ ] Yes [X] No
2. If Yes, is the information that will be collected included in records that are subject to the Privacy Act of 1974? [ ] Yes [ ] No
3. If Applicable, has a System or Records Notice been published? [ ] Yes [ ] No

**Gifts or Payments:**

Is an incentive (e.g., money or reimbursement of expenses, token of appreciation) provided to participants? [ ] Yes [X] No

**ESTIMATED BURDEN HOURS and COSTS**

Category of Respondent	No. of Respondents	No. of Responses per Respondent	Time per Response (in hours)	Total Burden Hours
Private sector	250	1	5/60	21
<b>Totals</b>		250		<b>21</b>

**COST TO RESPONDENT**

Category of Respondent	Total Burden Hours	Hourly Wage Rate*	Total Burden Cost
Private sector	16	\$30.49 <sup>1</sup>	\$488
Private sector	5	\$53.49 <sup>2</sup>	\$268
<b>Totals</b>			<b>\$756</b>

**FEDERAL COST:** The estimated annual cost to the Federal government is \$673

<sup>1</sup>\* [Life, physical and social scientists at colleges, universities, and professional schools.](#)

<sup>2</sup> [Education Administrators, Postsecondary.](#) (For sponsored programs/research development staff.)

Staff	Grade/Step	Salary*	% of Effort	Fringe (if applicable)	Total Cost to Gov't
<b>Federal Oversight</b>					
Health Science Administrator	14/3	\$134,649	0.5%		\$673
<b>Contractor Cost</b>					
Travel					
Other Cost					
<b>Total</b>					<b>\$673</b>

\*the Salary in table above is cited from <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2022/DCB.pdf>

**If you are conducting a focus group, survey, or plan to employ statistical methods, please provide answers to the following questions:**

**The selection of your targeted respondents**

1. Do you have a customer list or something similar that defines the universe of potential respondents and do you have a sampling plan for selecting from this universe?  
 Yes       No

If the answer is yes, please provide a description of both below (or attach the sampling plan)? If the answer is no, please provide a description of how you plan to identify your potential group of respondents and how you will select them?

Potential respondents are those that registered to attend the Series. The questions are optional and will be shared after the conclusion of the series. They may choose to respond anonymously, or they may decline to respond. The questions are provided in a separate document.

**Administration of the Instrument**

1. How will you collect the information? (Check all that apply)
  - Web-based or other forms of Social Media
  - Telephone
  - In-person
  - Mail
  - Other, Explain
2. Will interviewers or facilitators be used?  Yes  No